



# Operations Guide

Steve Hahn  
Introduction and  
Operations Guide  
01/16/2002

## ● CDF Operations Guidelines

- Defines roles and responsibilities of shift crew and supporting personnel
- During data-taking running, 24/7 operations with on-shift crew (in control room):
  - Scientific Coordinator (SciCo) – shift leader
  - DAQ Ace – data-taking
  - Monitoring Ace – safety and data quality
  - Consumer Operator – data quality
- 24 hour support from process systems technicians downstairs in cryo area (x3632) – current tech(s) on main iFIX page

} Two aces per shift  
generally swap  
alternate days



# Shift Support

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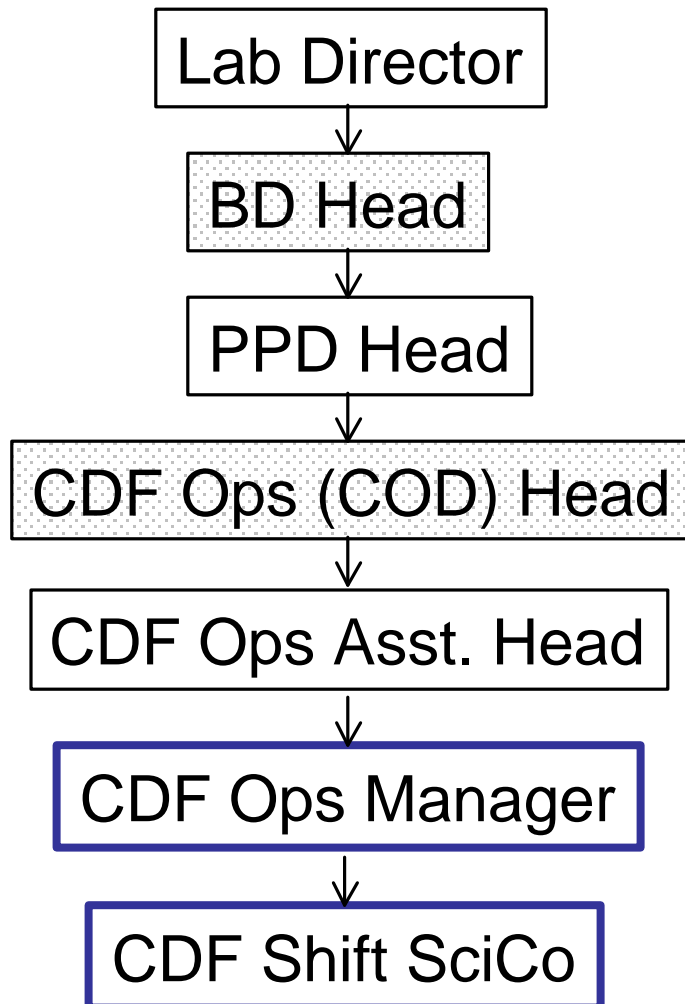
- Other off-shift support (most with pagers or cell phones) for shift crew:
  - Operations manager
  - SVX radiation damage control officer (RadCo)
  - DAQ experts
  - CDF Mechanical Group, CDF Detector Group
  - CDF Offline Group
  - Etc. etc. etc.
- Long list of pagers
  - Latest version on web
  - Paper copies around the control room
  - Keep calling until you get help; call all numbers listed (not everyone sleeps with their pager or cell phone)



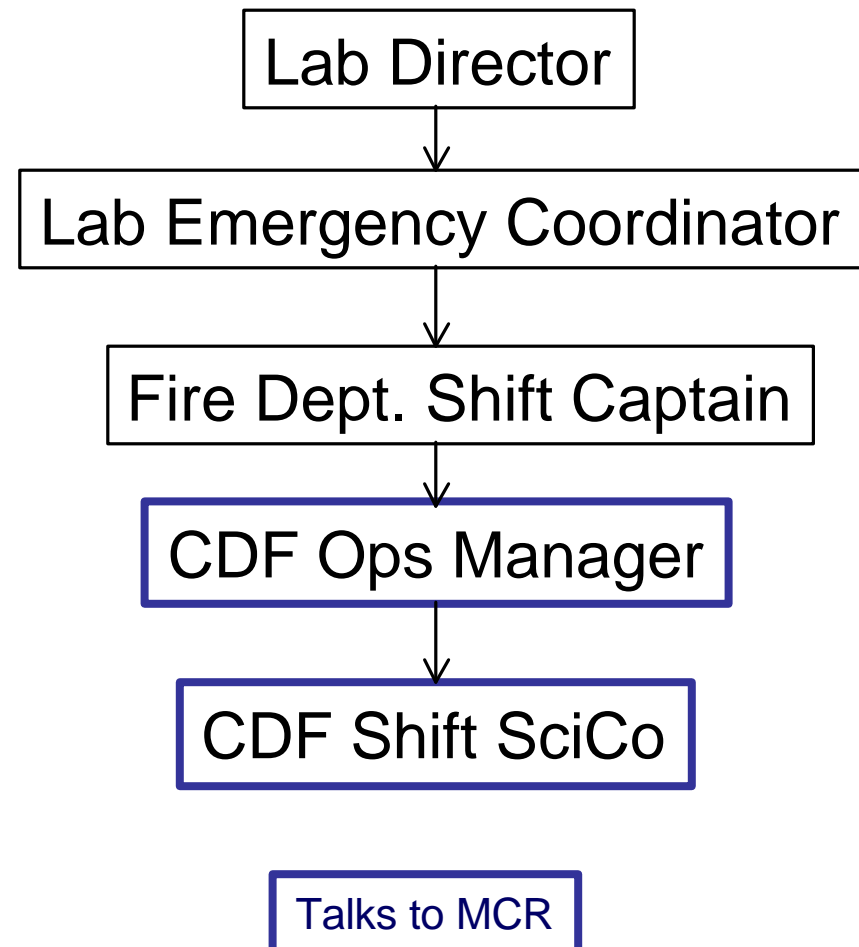
# Chain of Command

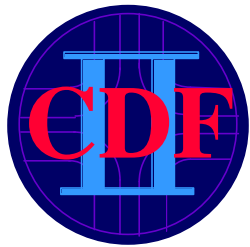
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## Normal Operations



## Emergency Situation

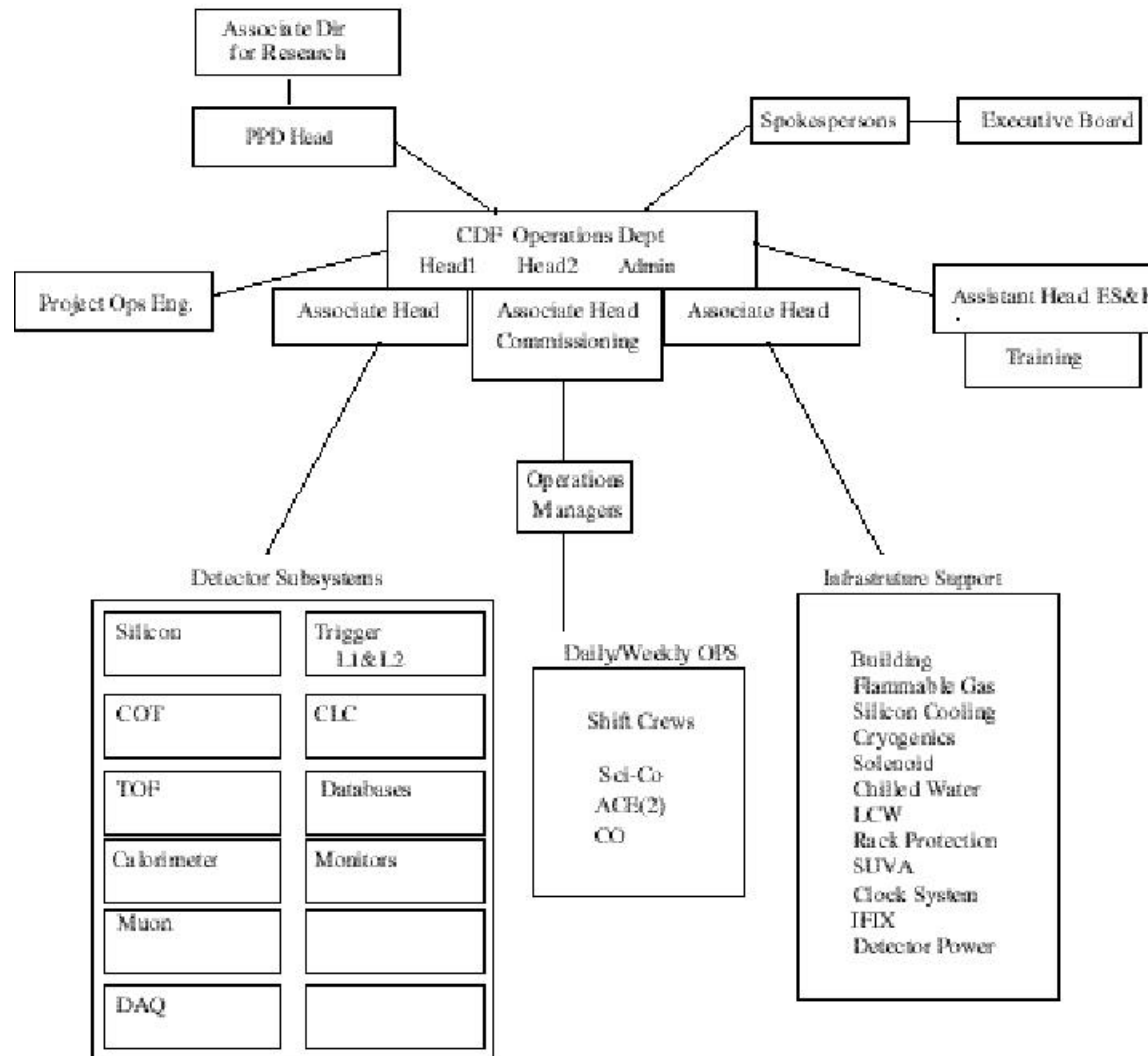




# Operations Group

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CDF Operations Department  
1/16/01

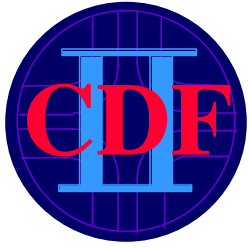




# Operations Group

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- Co-Heads – Jeff Spalding, Mike Lindgren
- ES&H Head – Keith Schuh
- Associate Head – Jimmy Proudfoot
- Training – Dee Hahn
- Operations Managers
  - Dave Ambrose
  - Kevin Burkett
  - Jay Dittmann
  - Arnd Meyer
  - Bill Orejudos
    - Rotation (every week, usually seven days) kept on web
    - All ops managers have pagers
    - Active ops manager has
      - pager (314-4862)
      - cell phone (846-0600)
  - Steve Hahn (emeritus) – cell phone (399-0135)



# Shift Roles

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- Operations Associate Head

- Sets priorities and goals for run
- Maintains Run Plan
- May act as Ops Manager if needed

- Ops Manager

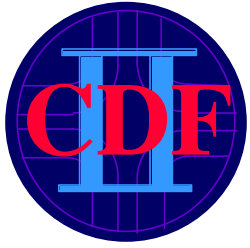
- Shift priorities
- Runs daily operations meeting
- Posts daily run plan
- Coordinates shutdowns/accesses
  - Ops Man **MUST** be contacted before any access
- Liaison to BD; attends BD meetings
- Reports to All Experimenters meeting



# Shift Roles

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- Scientific Coordinator (SciCo)
  - Communicates with MCR
  - ERP implementation
  - Heads shift
  - Daily Operations Meeting shift summary
  - Shift resource allocation
  - Maintains logbook
  - Helps maintain downtime logger
  
- Both Aces
  - Assist ERP implementation
  - Enter information in logbook



# Shift Roles

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- DAQ Ace
  - Runs data acquisition and calibrations
  - Assist other DAQ users
- Monitoring Ace
  - Investigates alarms, assists in recovery procedures
  - Monitors CDF Infrastructure systems (flammable gas, cryogenics, SUVA, silicon cooling, rack protection, LCW, ECW, HVAC) through iFIX
  - “Takes preemptive actions to minimize experiment down time”
  - Monitors data quality
  - Monitors beam conditions from ACnet
  - Maintains downtime logger
  - Assists consumer operator





# Shift Roles

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- Consumer operator
  - Runs and checks data monitors
    - online consumers
    - calibration results
  - Notifies appropriate personnel of problems